

QUEST FOR RECORDS RETENTION SCHEDULE  
To be Submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO. 195PAGE  
NO. 1. ✓

1. Requesting Agency

BOARD OF LIQUOR LICENSE COMMISSIONERS FOR BALTIMORE CITY

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.1. LICENSE FILEQuantity: 144 legal-size drawers in office and 74 transfiles  
in basement of City Hall (total 436 cubic feet)

Dates: 1933 - -

File Arrangement: Alphabetical

Annual Accumulations: 8 drawers (16 cubic feet)

Indexed: See Item 2

An individual file folder is maintained for each licensee. The average folder contains the following documents:

MDB 8762	Alcoholic Beverages Application - all classes except drugstore
MDB 8762	Alcoholic Beverages Application - Drugstore
MDB 21027	Application for Renewal of Alcoholic Beverage License - annual
	Certificate of payment of fee
MDB 19061	Receipt for advertising fee
MDB 30930	Inspection ticket for Health Department, Fire Department, and Building Engineer
MDB 24729	Inspection Reports - Health and Fire Departments and Building Engineer
	Bulk Sales Permit
MDB 18839	Memo to Chief Inspector regarding application
MDB 15395	Inspector's report - application or transfer
MDB 16140	Inspector's report - routine
	Correspondence
	Signed statement of licensee that he has received a set of Board regulations

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Joseph Van Collen  
SignatureExecutive Secy.  
Title11/9/55  
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

11/10/55  
DateMorris S. Sadoff  
ArchivistNOV 11 1955  
Date

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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Works.

Records of hearings for any purpose are also in the license folder.

These include:

Hearing notes (shorthand), generally these are not transcribed unless an appeal is made. Transcriptions where made are included in the folder.

Docket - a brief summary of the facts of the case prepared for the use of the Commissioners.

Petition of Appeal.

Court Records - a complete record of court action if case is appealed.

Summonses.

Unless there is a hearing the records have no value after ten years retention. In cases of hearings the hearing records are useful as long as the licensee remains in business and for several years thereafter. The basic data regarding the license application, annual renewals, and hearings are noted on the Index card (See Item 2).

A. RECOMMENDATION: RETAIN HEARING RECORDS FOR TEN YEARS AFTER DATE OF LAST LICENSE RENEWAL AND THEN DESTROY.

B. RECOMMENDATION: RETAIN ALL OTHER RECORDS FOR TEN YEARS AND THEN DESTROY.

2. INDEX TO LICENSE FILE

Quantity: 32 drawers active, 14 drawers inactive (10 cubic feet)

Size: 5" x 8"

Dates: 1933 - -

File Arrangement: by Street Address

Annual Accumulation: 1 1/2 drawers

An index card is prepared annually for each licensee and filed according to street address. All cards for a particular location are bound together. Information shown on the card is the address, class of license, name of owner or owners, license number, part of building used, any restrictions regarding the license and any violations and hearings during the year briefly summarized.

An alphabetical cross index is presently being prepared. A card for all owners whether partners, corporation members, or individual owners will be filed. Although this alphabetical index will be kept up to date in the future, it will not include licensees prior to 1955.

RECOMMENDATION: MICROFILM INDEX CARDS OF INACTIVE LICENSEES EVERY TWENTY YEARS; RETAIN MICROFILM COPIES PERMANENTLY AND DESTROY ORIGINALS.

APPROVED  
HALL OF RECORDS COMMISSION

ED BY  
BOARD OF PUBLIC WORKS

Oct. 11, 1955

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
3.	<p><u>SPECIAL LICENSE FILE</u></p> <p>Quantity: 1 legal-size drawer (14 cubic feet)            Dates: 1939 - -            File Arrangement: Numerical            Annual Accumulation: 1 linear foot            Disposable Amount: 12 cubic feet            Audited by: Baltimore City</p> <p>Special licenses for one to seven days are issued for picnics, group parties, dances, etc. by the Board. Two types of applications are issued:</p> <p>MDB-41146A - Application for special license, Class "C" License, Beer, Wine, and Liquor.            MDB-41146R - Application for special license, Class "C" License (Beer and light wines only).</p> <p>Attached to the application is the Certificate of Payment and occasionally investigation or inspection reports.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	
4.	<p><u>CORRESPONDENCE</u></p> <p>Quantity: 1½ drawers            Dates: 1940 - -            File Arrangement: Alphabetical            Annual Accumulation: less than ½ drawer            Disposable Amount: ½ drawer</p> <p>Correspondence concerned with the functions of the Board. It is with Federal, State, local and other state agencies; professional and business organizations, etc. Correspondence with or about a particular licensee is filed in the licensee's folder.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	
5.	<p><u>LICENSE REGISTER</u></p> <p>Size: 1" x 15" x 24"            Quantity: 1½ cubic feet            Dates: 1952 - -            File Arrangement: Chronological            Audited by: Baltimore City</p> <p>This Register shows the licenses issued, to whom, address, license number, class, and the fee. Entries are chronological in five</p>	<p>RECEIVED FEB 23 1955 HALL OF RECORDS COMMISSION</p> <p><i>[Signature]</i> Secretary</p>

REQUEST FOR RECORDS RETENTION SCHEDULE  
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SCHEDULE  
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NO. 4.

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categories: new issue (annual renewal), transfers, cancellations, amusement, and one-day specials.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

6. ACCOUNTING RECORDS

Quantity: 8 drawers (16 cubic feet)

Dates: 1944 - -

File Arrangement: Chronological

Annual Accumulations:  $\frac{1}{2}$  drawer

Disposable Amount:  $\frac{1}{4}$  cubic feet

Audited by: Baltimore City

This item includes all accounting records used by the Board as supporting data to the final book of entry. The final book of entry is to be retained permanently. Specifically the supporting records are:

MDB 6208 - Certificate of Court indicating payment of license fee

9 - Letter of transmittal from the Court

MDB 1252 - Telephone Toll Charges

MDB 4916 - Cash Deposit Slip

Vendor's Invoices

Appropriation Ledger

MDB 1192 - Voucher

Cash Receipts

Bank Deposit Slips

Bank Deposit Receipts

Check Stubs and Canceled Checks

Voucher for Expenditure from Special Account

Bank Statements

Expense Vouchers

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

APPROVED  
HALL OF RECORDS COMMISSION

APPROVED  
SECRETARY  
*[Signature]*